

**Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, May 13, 2020**

Meeting called to order at 6:35 PM

In Attendance:

Board: Caroline Sullivan – President – Present
Emily Wornell – President-Elect – sent
John Bartlett – Vice-President – Present
Jennifer Hollems – Treasurer – Present
Mary Johnson Robey – Past President – Present
Brandon Mundell – Secretary – Present
Seth Carrier-Ladd – Minister – Absent (On Leave)

Guests: Bea Sousa, Ben Strack, Christie Williams, Denise Ewing

Motion to approve the May 13 Agenda as amended

Moved –

Second –

Discussion – Postpone Congregational Meeting Discussion for a Special Meeting on Tuesday

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Motion to approve the April 8 and April 16 Minutes

Moved –

Second –

Discussion – Amend the 4-16-2020 minutes to clarify, not change, the motion for increased staff salaries

Vote Yes – 5

No – 0

Abstain – 1

Motion Passed

Reports

President – See Attached Report

Vice President – See Attached Report

President Elect – See Attached Report

Past President – See Attached Report

Treasurer – See Attached Report

Northwest Bank is again accepting Payroll Protection Program loan applications. Our original paper application was submitted to MutualBank and then promptly placed on hold. The bank change to Northwest Bank has now occurred and they request our application be resubmitted electronically. The Treasurer will continue this process at this point.

Minister – See Attached Report

Unfinished Business

Introduction – COVID-19 Impacts on UUCM

The Community Minister reports that there are a number of people who are willing to make phone calls to understand the need for connection with congregation members and friends. Pastoral Associates have identified that many connections are already happening in a natural fashion based on the affinity groups that members and friends already affiliate with in church life. A spreadsheet is being developed to track the connections in an attempt to not miss any necessary connection contacts.

The “Questions Your Church Should Answer Before People Return” pamphlet is a list that we have as reference from the Presbyterian Church for review. The list is a good starting point for the discussion, but we are not ready for the discussion at this time.

Choirs may have a potential to be super-spreaders due to the potential aerosol transmission that may occur during the act of singing. Choral groups will not be able to be together rehearsing and performing until a vaccine is developed or there is more accurate scientific evidence.

We should very much follow the recommendations of reputable health organizations (CDC, for example)

The Office Administrator has been at the church alone quite a bit. She requests a plexiglass shield for protection so people may come in and out of the office on a limited basis. She has been doing a sanitation procedure regularly because of no knowledge of who may have utilized their key(s) for access. Order disinfecting wipes and hand sanitizer. Suggests hand sanitizer stations at both doors. Recommends touchless restroom fixtures (faucets, hand drying, commodes, soap, etc.) would be more sanitary and, as a by-product, should be more environmentally responsible. She requests that no other person sits at the desk, uses the phone or touches the computer. Also requests the access to the office be very limited.

Ben Strack and the Worship Associates are making a suggestion to transition some of the production of the Sunday Service to live at the church with a few people. This would cut the large chunk of production time down and make it more manageable for the volunteers.

Mary expressed concern about the distancing requirements for singing and the sterilization of the sanctuary.

A potential option would be to eliminate the singing. People may not engage as well, but it may be worth exploring.

We need to be transparent with our changes and explain the reasoning. Perhaps have Worship Associates give instructions and reasons for changes in their scripts

Communicate to volunteers that their participation is entirely voluntary and not required.

The situation is dynamic and there will need to be changes made to our operations constantly as we figure our way out through the situation as we continue to learn more.

The Worship Associate will announce in the script that we will be transitioning to some live production for the Sunday services, but that a major change will not include live vocals due to our concern for the safety of our staff and volunteers.

With guidance from the Board of Trustees, we believe that decisions regarding worship that would probably be made by the Minister can be responsibly handled by The Worship Associates, Sights and Sounds and production team members.

AWAKEN Dinner. We will need to communicate that the building is still not going to be available for the gathering, even on the proposed revised date.

Introduction – Facebook Policy

There should be multiple moderators

The current policy is a very defensive policy.

The Office Administrator would prefer to not be responsible for moderating outside of work hours

The traffic of critical posts has subsided.

Sentiment that the policy should be edited and adopted by the end of the summer or taken on as a part of a larger review of the Policy and Procedure Manual

The policy should use titles (Minister, Office Administrator, Webmaster as examples)

The President-Elect and Vice-President will collaborate on this for the next meeting.

Introduction – Transitional Minister Committee Update

The committee is in the middle of the interview process for the first round and feels that the candidates are acceptable and hopes that we will receive a match and be able to recommend a hire to the Board of Trustees.

New Business

Introduction – How To Manage/Organize Congregational Meeting

Sunday June 14th at this point

Introduction – Vote on Staff Salaries for July

Motion to keep the 2029/2020 salary level for the Minister and Youth Coordinator through the end of July 2020, even though the new 2020/2021 budget will be in place with different compensation values.

Moved – Jennifer

Second – John

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Introduction – Review Youth Coordinator Job Description

The Youth Coordinator position is open and a search is being conducted for a new hire. As part of this process, the committee believes that the job description should be revised and updated before the hiring process commences.

Motion to accept the proposed job description developed by the search team for the position of Youth Coordinator.

Moved – Jennifer

Second – Mary

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Introduction – Board’s Role at Budget Meeting

Use the Sunday Service Zoom Room

Get PowerPoint slides to John for coordination

Slide questions: check loose pledge dates and correct, finish combination of designated funds accounts (Not Yet, inquire with accountant), has the piano maintenance funds been placed in an investment (Yes)

Introduction – Tech Proposal

The grant application has been completed by the President-Elect

The grant will require a 10% match from the church funds that are not currently budgeted. This amounts to \$530.

The technology will, most likely, have a longer lifetime than just during the COVID-19 response.

The board approves the submission of the grant application.

Board Action Assignments

Next Meeting: Opening Words – TBD, Closing Words – TBD, Appreciation Activity – TBD

Jennifer will proceed with the Payroll Protection Program application

Mary will communicate with AWAKEN regarding the dinner and our belief that the gathering is not safe at this time in our building.

Emily and John will collaborate regarding the Facebook Policy for review at the June board meeting.

Emily will submit the Tech grant application.

Visitor Questions –

Joys & Concerns - Include for internal reference, delete for public distribution

Executive Session – No

Meeting Adjourned – 9:00 PM

Next Special Meeting – May 19, 2020 – 6:30 PM (Virtual)

Next Regular Meeting – June 13, 2020 – 6:30 PM (Virtual)

President's Report

May 12, 2020

- Wrote Splinters
- Signed checks
- Met weekly with Seth through April
- Attending weekly webinars for leadership with MidAmerica region
- Attended Webinar on having virtual congregational meetings
- Phone calls with Julie Fritz about setting up a gift card fund for caring committee, mainly to be used for food for families with new babies or those recovering from surgery during this pandemic time
- Calls and emails with Julia about the organization of a calling committee
- Emails with Lisa Presley and Keith Kron (transition office)
- Initial contact about tech grant (Emily and John are working on this)
- Attended worship associates as I wanted to see how it was all working for the church, I will probably go back on in the summer
- Interim activity—committee meetings, four interviews and calling references
- Talked with Bea Sousa twice about having music live on Sunday mornings.
- Followed up with Nadine and Jennifer about youth coordinator position
- Worked with Jennifer and Christie on the budget meeting Sunday, May 17th—Jennifer did the real work

President Elect Report

May 12, 2020

- Attended staff meetings (April 28th and May 5th) as board liaison
- Emailed and met with technology grant team
- Drafted technology grant (\$5,000+ grant from the Center for Congregations)
- Attended part of live UUA webinar on holding congregational meetings and then watched the previous webinar on the same topic
- Reviewed questions about when to open churches
- Worked with Brandon to develop a letter to the UUA about taking a stance on using science to determine action during the pandemic.

Past President's Report
May 12, 2020

Attended Board meeting 04/08/2020;
Attended Board budget meeting 04/16/2020;
Working on annual report;
Reviewed Midwest District UUA webinar on holding congregational meetings;
Reviewed literature on how to open churches;
Reviewed literature on problems with COVID-19 and choral singing.

Vice President's Report
May 12, 2020

For the past month I have worked on the following items:

Webmaster:

- Kept the website up to date
- updated software plugins as necessary
- converted sermons from Zoom video to audio for the podcast page
- Worked on a set of Zoom instructions for hosting sessions (security measures)
- Worked on revising a set of instructions to roll out hosting duties to hospitality volunteers (hope to train mid month)
- Met with Seth to get access to our technology systems
- Gained access to public Facebook group and started approving posts and member requests

Contacted several members to check-in on how they are faring

Attended a meeting on the grant to upgrade our AV equipment to include video

Program Council:

- Did not meet due to everyone reporting that there wasn't anything to report at that time.

**Treasurer's Report
May 12, 2020**

Budget Presentation

APRIL, 2020

COMMUNITY MINISTER'S REPORT

REVEREND JULIA CORBETT-HEMEYER

① PASTORAL COMMUNITY MINISTRY

- I continue to meet with my spiritual directee via Zoom.
- I have joined with some 1500 other clergy in a “telechaplaincy” volunteer corps started by the association for Clinical Pastoral Education to extend the reach of chaplaincy services beyond that provided by physically present chaplains. They’re calling us “telechaplains.” For whatever reason, the visual that immediately came to my mind was (any guesses?) the cartoon “Teletubbies” from way back when.
- See note below about more-or-less weekly Facebook posts cross-posted to our public-facing page when appropriate.

② OTHER COMMUNITY MINISTRY

- My April *StarPress* column was a carry-over from March, which didn’t get run in March.

③ UUCM MINISTRY: PASTORAL CARE

- The pastoral Associates, with several other groups including the Board, Caring Committee, Hospitality and others are working to develop an integrated approach to making sure everyone in our congregation can stay connected. This is, and will be, an evolving process.
- I provide resources for our Pastoral Associates team as well as for staff members as I came across things that appeared helpful
- I continue to tweak my Zoom drop-in chats. Seth suggested canceling the Tuesday morning one to focus attention on the Thursday one. I’m also trying out having some more structured activities. Someone in a UUMA group I was in suggested that simply holding the space open right now is important, even if sometimes no one shows up. I’m inclined to agree with that.

④ UUCM MINISTRY: OTHER

- My April *Unigram* column focused again on the Covid-19 pandemic.
- I’ve begun a series of posts on our members’ Facebook group. I plan to post weekly to biweekly. These will also be on the public-facing page when content-appropriate.
- I also proposed that we as a congregation keep a candle in a window in our homes during the pandemic. This has drawn strong positive response from the congregation. I’ve pasted in the post about it here for your easy reference:
As Unitarian Universalists, we often light a chalice—during worship, at meetings and small group gatherings, at wedding or memorial services. In the words of one of my

favorite chalice lightings, “We light this beacon of hope, sign of our quest for truth and meaning, in celebration of the life we share together,” (Christine Robinson).

During times of war, it was customary in some communities to put a candle in a window to signify the hope that a family member or members fighting abroad would return home safely. The act also became a symbol of the entire community uniting behind these families. Similar things have been proposed during the Covid-19 pandemic, which is frequently likened to a “war.”

If you wish to do so, I invite you to join with me in keeping a flameless candle lit in a window during this challenging time. To make it easy, you can put it on a timer. If you don’t use a timer, you might choose to speak or think words of hope, meaning and connection as part of your own nightly “chalice lighting.” Many of us, I think, would find meaning and comfort in this symbol of our connection while we cannot be together physically.

- Particularly in the last week of April I have been involved in events surrounding Seth’s departure
- I will be assuming additional and different roles and responsibilities and am getting that transition organized so that things will continue to flow smoothly.

⑤ MINISTRY IN THE LARGER UU COMMUNITY

- I participate in the collegial support Zoom calls that the UUMA is hosting and have found them very helpful. Oddly, in this era of physical distancing, I have a greater sense of denominational connectedness, because those support calls draw people from across the country and sometimes Canada.

⑥ PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY

- I keep working on increasing my “Zoom IQ,” because there always is more to learn
- I also have a new and *much* better videoconferencing cam/mic to use for all our virtual church activities.